

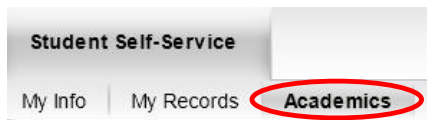
Program Change/Declaration – Change Specialization (Student)

Location(s):

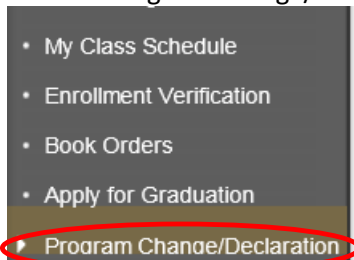
myNKU

Purpose: Perform this procedure when you need to change a specialization (major, minor, focus, and certificate/certification). This electronic procedure is available to undergraduate degree seeking students. Non-degree seeking, graduate, and law students must complete a new application for admission to the program of their choice, which must be reviewed and approved by the Office of Undergraduate Admission or the new graduate or law program.

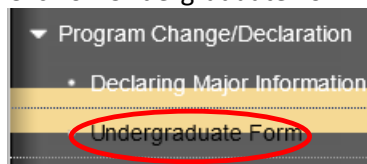
1. Log into myNKU
2. Click on the Academics sub-tab



3. Click on Program Change/Declaration on the left-hand side



4. Click on Undergraduate Form



5. Click on Undergraduate Program Change/Declaration form
Undergraduate Program Change/Declaration

Before you begin the process to change your major, please note the following:

- If your current program is non-degree you must change your status to degree seeking through the application for admission process.
- If you are undeclared you must successfully remediate your restrictions. For more information please contact your advisor in the **Academic Advising Resource Center** at (859) 572-6900.

Instructions for the Program Change/Declaration forms:

- **CURRENT STUDENTS** must meet the change of major criteria as outlined at <http://nkuonline.nku.edu/undergraduate/catalog.html>. Once the criteria are met, they may submit a request for a change myNKU.



Complete the electronic [Undergraduate Program Change/Declaration Form](#) to submit your request through myNKU.

6. Click relevant Change button

Majors						+ Add Major
Program	Major			Priority		
BS-BN	BS in College of Business	Entrepreneurship Major	Undergraduate Major	MAJ	1	

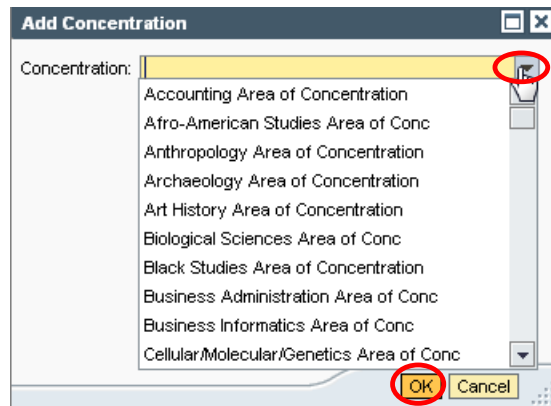
Minors						+ Add Minor
Program	Minors			Priority		
BS-BN	BS in College of Business	Business Administration Minor	Undergraduate Minor	MIN	1	
BS-BN	BS in College of Business	Marketing Minor	Undergraduate Minor	MIN	2	

- a. When changing a Major, select Bachelor or Associate
 - i. Click the dropdown to choose from the available academic areas of interest for the degree selected

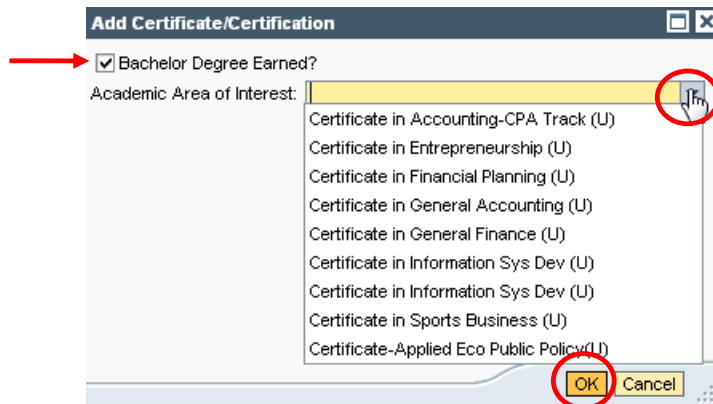
- ii. Select a level or track, if applicable

Note: Not all majors have available Levels or Tracks, and they are not always required even if available. Consult the undergraduate catalog to determine the requirements for the program of choice.

iii. When changing a Minor or Focus, use the dropdown to make the selection and click OK



b. When changing a Certificate/Certification, indicate if a bachelor degree has already been earned for an accurate list of choices to be populated. Use the dropdown to make the selection and click OK



7. After changing specialization(s), click Next

Majors + Add Major

Program	Major	Priority
BS-BN BS in College of Business	Entrepreneurship Major Undergraduate Major	MAJ 1

Minors + Add Minor

Program	Minors	Priority
BS-BN BS in College of Business	Business Administration Minor Undergraduate Minor	MIN 1
BS-BN BS in College of Business	Accounting Minor Undergraduate Minor	MIN

Concentrations + Add Concentration

Program	Concentration	Priority
The table does not contain any data		

Certificate / Certifications + Add Certificate/Certification

Program	Certificate/Certification	Priority
The table does not contain any data		

◀ Previous **Next ▶** Previously Submitted Requests

8. Review request

Overview of Programs Before Changes

Program	Priority
BS-BN BS in College of Business Entrepreneurship Major MAJ Undergraduate Major	1
BS-BN BS in College of Business Business Administration Minor MIN Undergraduate Minor	1
BS-BN BS in College of Business Marketing Minor MIN Undergraduate Minor	2

Overview of Requested Program Change

Program	Priority
BS-BN BS in College of Business Entrepreneurship Major Undergraduate Major MAJ	1
BS-BN BS in College of Business Business Administration Minor Undergraduate Minor MIN	1
BS-BN BS in College of Business Accounting Minor Undergraduate Minor MIN	2

Note: These screenshots are seen on the same screen. The first screenshot is on the left and the second screenshot with the additions is on the right.

9. If edits are needed click Previous; if everything is accurate click Submit

◀ Previous Submit ▶

10. After the request is submitted, an informational message stating the submission was successful will be shown

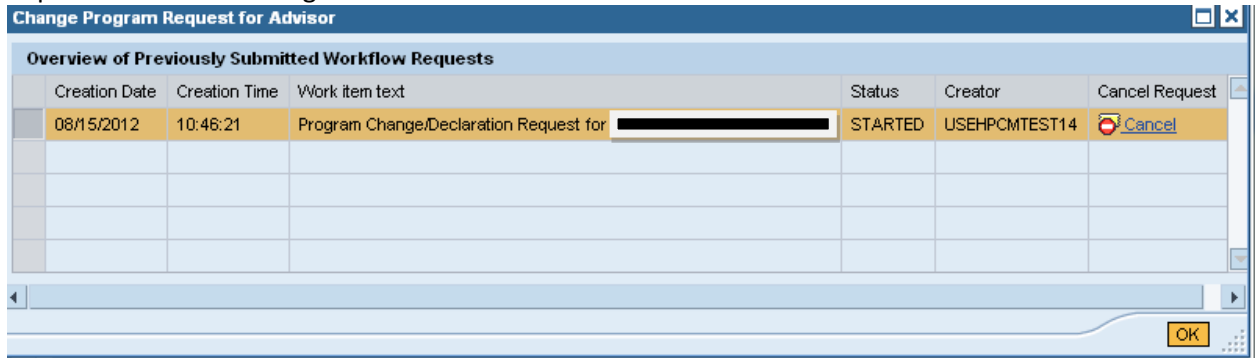
Congratulations! You have successfully submitted a request to change your program of study. Additional information will be sent to your NKU email.

◀ Previous Submit ▶

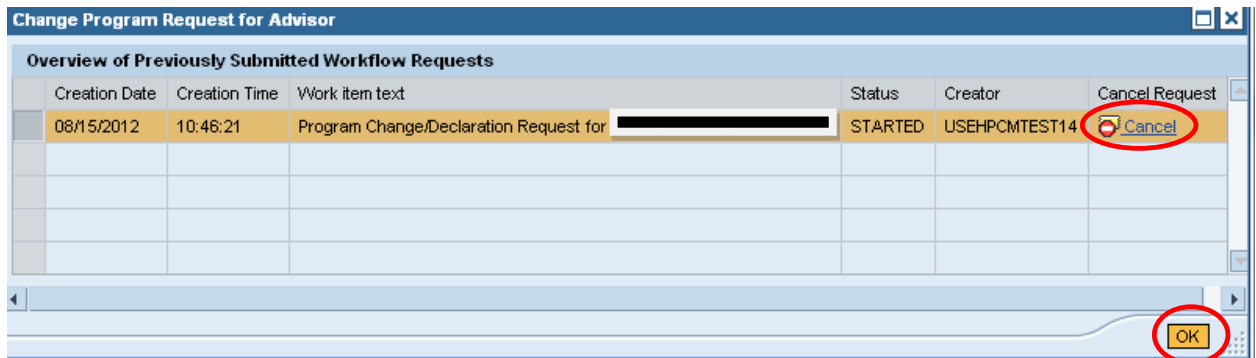
11. To view previously submitted program change/declaration requests, click on Previously Submitted Requests

Previously Submitted Requests

12. A dialogue box will reflect all requests that have been submitted by the student, or by a department chair or designated staff on behalf of the student



1. To stop a Change of Major/Declaration workflow with a status of STARTED, click Cancel and then OK



Note: If the status column states that a request is COMPLETED, the request has been completely processed and no Cancel link will appear; once a request is cancelled successfully, a status of CANCELLED will display.